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# Executive Order

## 03-01 EXECUTIVE ORDER DIRECTING ENERGY CONSERVATION MEASURES BE TAKEN IN STATE BUILDINGS

March 29, 2001

WHEREAS, the more efficient use of electricity will help alleviate reliability concerns and provide economic benefits to the State of Montana; and

WHEREAS, the State of Montana is a significant consumer of electricity and natural gas, spending nearly \$12 million for electricity and using between 20 to 25 average megawatts of electricity a year in its state building facilities; and

WHEREAS, the State of Montana has the ability to use electricity more efficiently and could, once a demand exchange program is established in Montana, provide these electricity savings at an affordable rate to Montana consumers who are currently paying high market prices;

NOW, THEREFORE, I, JUDY MARTZ, by virtue of the authority vested in me as Governor by the Constitution and laws of the State of Montana, do hereby order all state government agencies to incorporate conservation strategies in the operation of their facilities and to set forth a goal of achieving a ten percent reduction in the consumption of electricity.

The energy conservation strategies shall maintain that:

1. Lights in office areas, including task lights, should be turned off when not in use during the workday. When possible, staff should use task light with compact fluorescent lighting, rather than overhead lights.
2. All task lights, overhead lights, computer screens, office equipment, and personal computers should be turned off at the end of the business day and during weekends. Supervisors and designated representatives should insure all non-essential equipment and lighting is turned off at the end of each day.
3. All personal computer systems should be shut down when not in use for more than one hour. Management should coordinate with information support staff to disable screen savers, and to enable all the energy-saving features powering down personal computer systems if not in use after one hour.
4. All nonessential lighting including decorative lighting and non-security outdoor lighting should be turned off during daylight hours, and between ten o'clock p.m. and five o'clock a.m. Necessary security and safety lighting should remain on as required. Verify that any security lights using an automatic outdoor lighting controls are operating correctly.
5. Lights in conference rooms and storage rooms should only be turned on when occupied. Install occupancy sensor light switches in conference

rooms, storage rooms, rest rooms and other rooms where lights are often left on with no occupants present, where economically feasible.

6. Work area temperatures in all State buildings should be held between 74 and 78 degrees in the summer in those facilities with cooling systems, and between 69 and 71 degrees in the winter.
7. All main heating, ventilation and air-conditioning systems (HVAC) should be reviewed for efficient operations; verify that building temperature setback controls are in use and designated equipment turned off when in the unoccupied setting; and re-evaluate set occupied office hours and adjust to the absolute minimum time required to heat and cool buildings to prepare for operations, such as for 7 a.m. to 6 p.m. HVAC systems should not be operated in off hours for small groups of employees.
8. The use of personal heaters should be closely controlled and limited to only those work areas where acceptable temperature levels cannot be attained by adjustment to the primary heating system.
9. Janitorial staff should coordinate schedules to work during hours of building operation, or, if working evenings, to turn off all the lights except in the immediate area in which they are cleaning.
10. Security personnel should check to insure users and janitors have turned off all lights and equipment, and should turn off lights as appropriate.
11. All hot water heaters not needed for cafeterias, laundries or bathing, should be turned down to 120 degrees Fahrenheit.
12. All vending machines should have lights turned off if located in lighted areas. Any redundant machines should be removed.
13. Energy improvement projects with the State Building Conservation Bond Program should be implemented to ensure state agency buildings grow increasingly energy efficient.
14. Other efficiency measures developed by the Departments of Administration and Environmental Quality in coordination with each agency.

Agencies are asked to be conservation models for all Montanans. However, any measure may be waived by the agency head or designee.

This Order is effective immediately.

GIVEN under my hand and the GREAT  
SEAL of the State of Montana,  
this \_\_\_\_ day of \_\_\_\_\_, 2001.

JUDY MARTZ, Governor

ATTEST:

BOB BROWN, Secretary of State



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